

INFORMATION BULLETIN

WELFARE-TO-WORK

Number: WtWB02-2

Date: January 11, 2002
Expiration Date: 06/30/02
69:130:lh:5216

TO: WELFARE-TO-WORK COMMUNITY

SUBJECT: QUARTERLY REPORTING REQUIREMENTS FOR PERIOD ENDING
DECEMBER 31, 2001

The purpose of this information bulletin is to provide the Welfare-to-Work (WtW) financial reporting instructions and due dates for the submission of the Summary of Expenditures reports for WtW funds.

All WtW reports for the period ending December 31, 2001, are due to the Financial Management Unit (FMU) no later than, January 20, 2002. The Summary of Expenditures reports must be submitted by program year and must reflect cumulative data for each subgrant in which WtW funds were provided.

Expenditures must be reported by Year of Allocation (YOA) and Grant Code (GC), e.g., 800 and 801, on separate WtW Summary of Expenditures reports. To better assist the quarterly expenditure reporting process, a listing identifying the YOA and corresponding GCs is provided below:

YOA	GC
97	800, 805, 806, 815
99	801, 807, 808, 815

Subgrantees with access to the Job Training Automation (JTA) system are required to transmit the quarterly financial reports in electronic format (direct transmission). Direct transmission of required reports is due no later than close of business January 20, 2002.

Subgrantees without access to the JTA system must submit signed quarterly financial reports by mail or fax no later than close of business January 20, 2002. Faxed reports are to be directed to Martha Overman, WtW Financial Management Unit, at (916) 653-7246. A WtW Draft Directive WtWDD-1 with the revised *WtW Summary of Expenditures Form and Line-Item Instructions* is available as an attachment at the end of this bulletin.

SPECIAL REQUIREMENTS – State Approved Local Training (SALT) Funds:

Since all SALT (GC 815) funds within WtW subgrants ended as of January 31, 2001, the State is requiring **all** subgrantees with SALT funds to closeout this grant code immediately. Subgrantees **must** send a closeout package consisting of:

- A completed Closeout Status of Cash form,
- A signed hard copy of the Closeout Expenditure Report for SALT funds, and if applicable,

- A check made out to EDD for any funds drawn but not spent.

Closeout packages for SALT funds are due to the FMU by March 31, 2002. Closeout documentation must be mailed to:

Martha Overman
Welfare-to-Work Closeout Desk
Financial Management Unit, MIC 69
Employment Development Department
P.O. Box 826880
Sacramento, CA 94280-0001

Questions with regard to reporting or closeout issues should be directed to Martha Overman at (916) 657-2744, or your Program Manager or Regional Manager. A listing of WtW 15 Percent Project Grant Managers can be obtained at www.edd.ca.gov/wtowcnt15.htm, and a listing of WtW 85 Percent Formula Grants Regional Managers at www.edd.ca.gov/wtowloc.htm.

If you have any questions regarding this bulletin, please contact Martha Overman of the Financial Management Unit at (916) 657-2744.

/S/ JIM CURTIS
Chief

Attachments are available on the Internet:

1. WtW Draft Directive WtWDD-1
2. [WtW Grant Program Closeout Guide](#)